



# DMS 3.0 Gold Quick Reference Guide for MS Outlook 2000 Using the DMS MasterKeyPlus Directory Browser

This *Quick Reference Guide* discusses finding organizational directory entries in the Defense Message System (DMS) Global Directory using the MasterKeyPlus Directory Browser and storing the entries in your Contacts list for future use.

The basic steps for finding an organizational address are:

- Access the DMS MasterKeyPlus Directory Browser
- “Walk” down the directory tree to find the recipient’s organization
- Perform an in-depth search using the Directory Filter
- Locate the address and store it in your Contacts list.

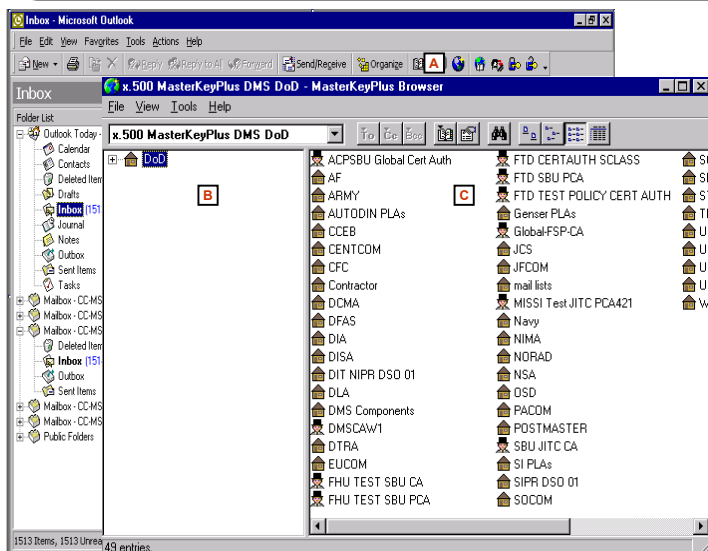
The DMS Global Directory contains address information for all DMS users. In addition, the DMS Global Directory contains Address Lists (see page 3) and AUTODIN addresses (see page 4). Each entry in the DMS Global Directory is assigned a Distinguished Name (DN).

All DMS users have access to the DMS Global Directory. The DMS Global Directory is accessed using the MasterKeyPlus Directory Browser tool. Use the MasterKeyPlus Directory Browser to find DMS organizational addresses and store them in your Contacts list.

Your Contacts list contains DMS entries stored from the DMS Global Directory, non-DMS entries you use for regular e-mail, and distribution lists you have created to send a message to multiple recipients. Only you have access to your Contacts list. Use your Contacts list to identify message recipients (“To” or “Cc” recipients).

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Open Microsoft Outlook. Click the MasterKeyPlus Browser icon to open the DMS Global Directory. The icon looks like a globe. **A** The Directory Browser window is divided into two parts. The left side of the window is the directory “tree”. **B** The right side of the window displays the directory entries for the highlighted item on the tree. **C**



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MasterKeyPlus provides three different starting points for your directory search. For an effective search, use the chart below to select the starting point which is most likely to contain the information you are looking for:

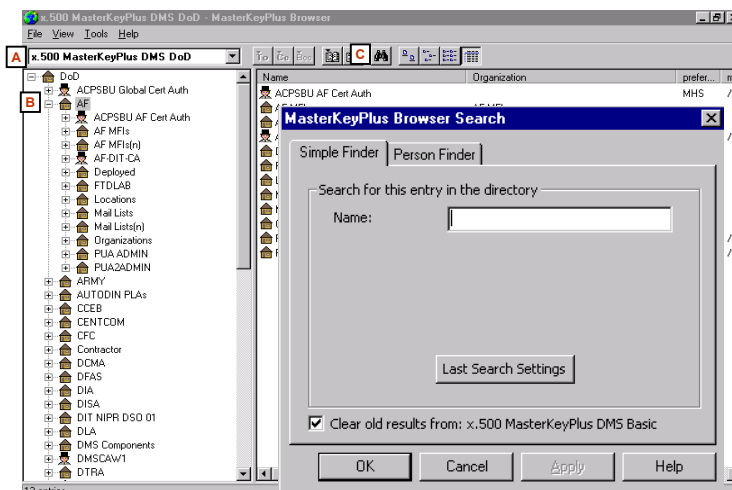
- “Basic” starting point will search the smallest amount of data, usually your local Directory Service Agent (DSA).
- “DoD” starting point searches all Combatant Command, Services and Agencies (C/S/As) on the DoD directory tree.
- “Total” starting point searches all C/S/As and civilian agencies within the U.S directory tree.

MasterKeyPlus Starting Point	Search level and browser starting level
X500 Master Key Plus DMS Basic	<i>The C/S/A level: (Ou=C/S/A, ou=DoD, o=U.S. Government, c=us)</i>
X500 Master Key Plus DMS DoD	<i>The DoD level: (Ou=DoD, o=U.S. Government, c=us)</i>
X500 Master Key Plus DMS Total	<i>The Country Level: (c=us)</i>

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- Click the x.500 MasterKeyPlus drop down box (arrow) to select your starting point. (Pictured “X.500 Master Key Plus DMS DoD”). **A**
- The first level of the “X.500 Master Key Plus DMS DoD” is DoD. Double click the highlighted item on the left side of the window to display the next level of the DMS Global Directory. Continue this process until you have moved down the Directory tree to the C/S/A level. (Pictured “AF”). **B**
- When you reach the level where you expect to find your entry, click the binoculars to perform an in-depth search for the exact organizational entry. **C** The MasterKeyPlus Browser Search window will appear.

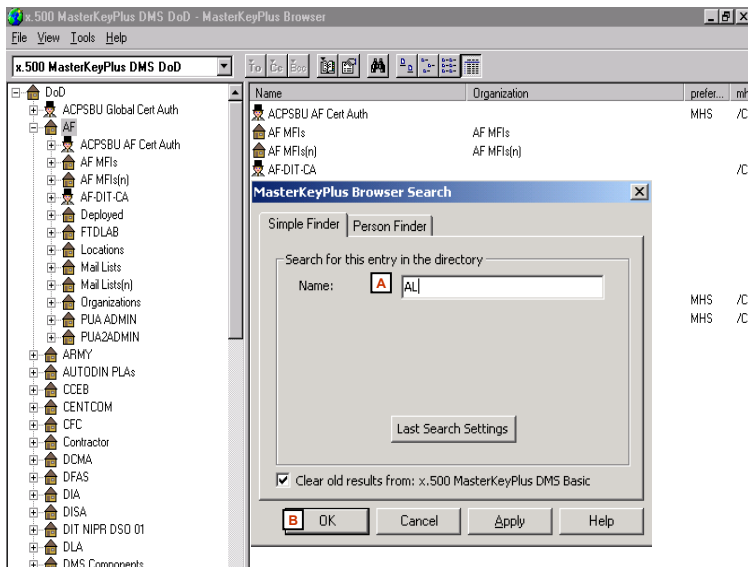
*Note: Do not perform an in-depth search until you are at the C/S/A level of the Global Directory.*





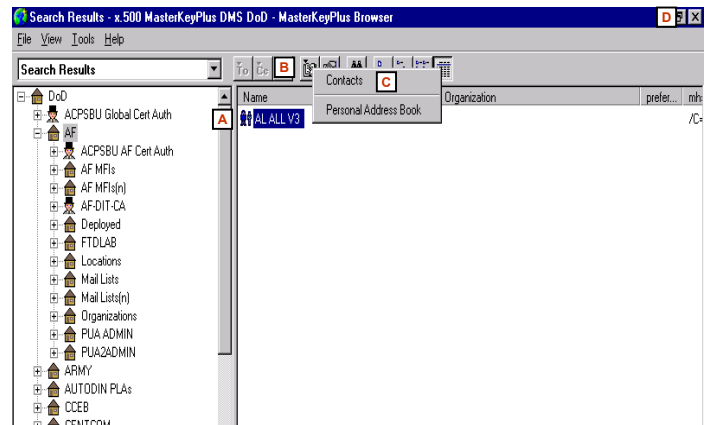
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- Enter in your search criteria in the “Name:” field. (Pictured “AL”). **A**
- Click the “OK” button to accept your entry and to start your search. **B**



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- The “Search Results” will appear. Scroll down the list until you locate your entry (pictured “AL All V3”). **A**
- Add the entry to your Contacts list by highlighting the entry and clicking the “Contacts” button on your tool bar. The Contacts button looks like an opened book. **B**
- Click “Contacts” from the pop up menu that appears. **C**
- Close the directory browser by clicking the “X” button in the upper right hand corner of the Directory Browser window. **D**



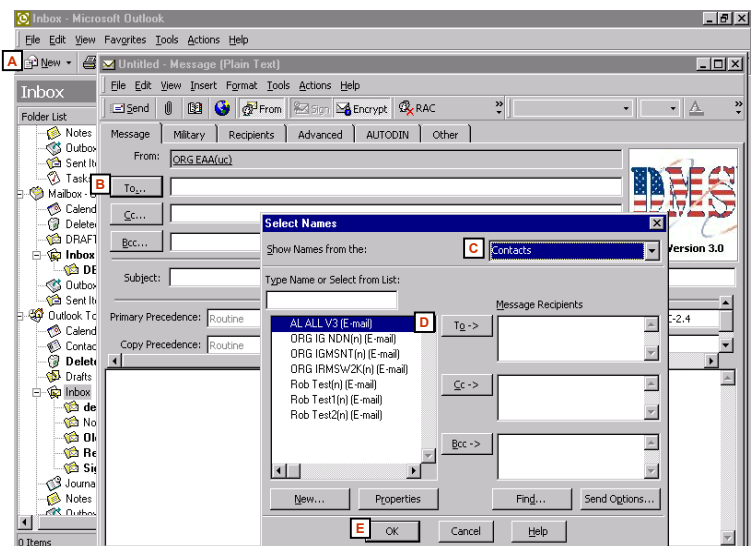
### Tip: Creating Personal Distribution Lists

☑ To create your own Personal Distribution List (PDL), return to MS Outlook and execute the following steps:

- Click the arrow next to the “New” button to open the drop down menu.
- Click Distribution List.
- Enter a name for your PDL in the Name box.
- Click Select Members.
- Select your Contacts list by clicking the drop down box (arrow) to the right of the “Show Names from the:” window and highlighting the selection “Contacts”.
- Scroll down the address window on the left until you see the address you saved. Highlight the address and click the “Add->” button to add the address to the right column. Repeat this step for each address.
- Click the “OK” button to continue.
- Click the “Save and Close” button. Your PDL has now been permanently stored in your Contacts list.
- ☑ To use a PDL, click the “To...” or “Cc...” button and display your Contacts list. Search the Contacts list until you see the PDL name. Then click the “To->” or “Cc->” button to add the distribution list to your set of message recipients.
- ☑ To delete an entry from your PDL, return to MS Outlook and execute the following steps:
  - Click “Contacts” to open up the Contacts folder.
  - Double click the name of your PDL to open the distribution list.
  - Highlight the name you want to delete and click the “Remove” button (or press the “Delete” key on your keyboard).
  - Click the “Save and Close” button. Your PDL has been updated and the names you selected have been removed.

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- To use the address you saved in your Contacts list, return to MS Outlook and click the “New” button to start a new message. **A**
- Click the “To...” button in the message window. **B**
- The “Select Names” window will appear.
- Select your Contacts list by clicking the drop down box (arrow) to the right of the “Show Names from the:” window and highlighting the selection “Contacts”. **C**
- Scroll down the address window on the left until you see the address you saved. Highlight the address and click the “To->” button to add the address to the right column. Repeat this step for each address. **D**
- Click the “OK” button to continue. **E**







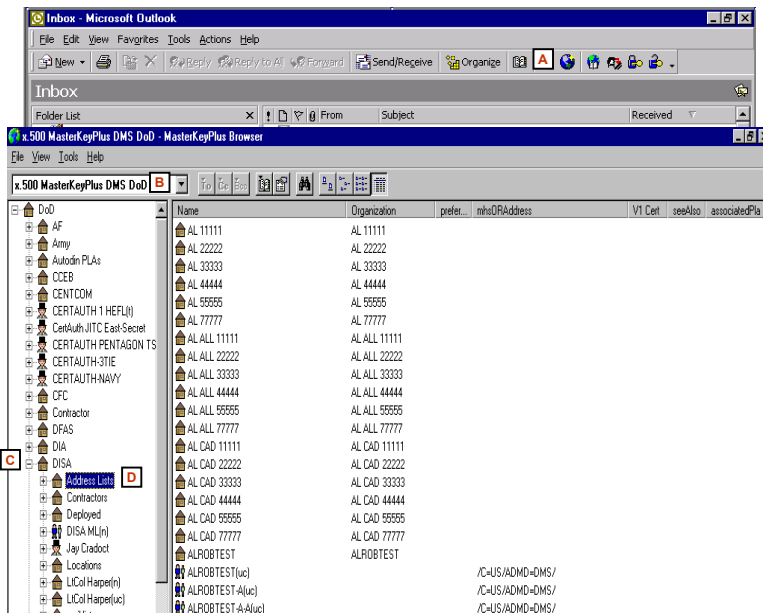


## Address Lists





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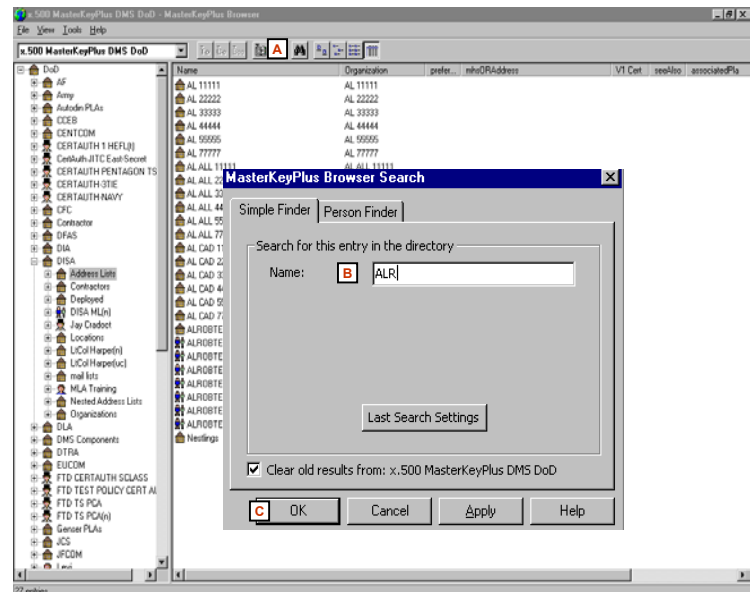
Each Service/Agency has created Address Lists. When you send a message to an Address List, all the members on the list will receive the message.

- To locate an Address List, access the DMS Global Directory by clicking the "MasterKeyPlus Directory Browser" icon. 
- Click on the x.500 MasterKeyPlus drop down box (arrow) to select the starting point "X.500 Master Key Plus DMS DoD". 
- "Walk down" the directory tree by double clicking the entries: DoD, "Service/Agency" (Pictured: DISA). 
- Scroll down the Service/Agency tree until you see the entry "Address Lists". Click "Address Lists" to highlight the entry. 






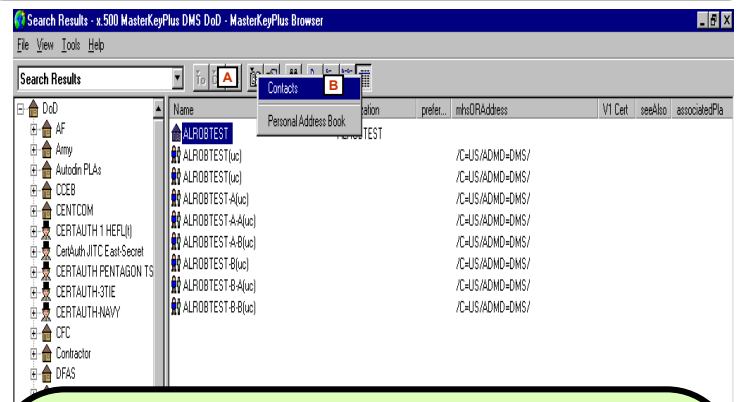
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- Refine your search by clicking the binoculars icon.   The "Master KeyPlus Browser Search" window will appear.
- Enter your search criteria in the "Name" field. (Pictured "ALR"). 
- Click the "OK" button to accept your entry and to start your search. 



3

- Once the Address List entry is found, add it to your Contacts list by highlighting the entry and clicking the "Contacts" button,   then clicking "Contacts" from the pop up menu that appears. 



## Directory Tips

- ☑ If a DMS entry you stored in your Contacts list has changed, the entry will be updated in the DMS Global Directory, but your Contacts list entry will not be updated automatically. It is your responsibility to maintain the entries stored in your Contacts list.
- ☑ The DMS Global Directory contains thousands of entries. To ensure that your directory search does not time out, scroll down the directory tree as far as possible, but at least to the C/S/A level before refining your search.
- ☑ To add an address from a message that you have received into your Contacts list, open the message and click the Right mouse button on any of the addresses in the "To..", "From..", or "Cc.." lines. A menu will appear on your screen. Select *Add to Contacts* using the Left mouse button. Repeat this step for all addresses you want to add to your Contacts list.

## V3 Certificates

The DMS Global Directory contains entries for DN's with Version 3 (V3) certificates. V3 certificates provide additional levels of clearance, including NATO and Foreign clearances. To assist you in determining which directory entry you need, apply the following guidelines:

- A DN followed by a two-letter suffix in parentheses indicates a V3 certificate. Two letter suffixes include (uc) – used for Unclassified, (sc) – used for Secret, (mc) – used for Multiple Certificates, and (tc) – used for Top Secret.
- AUTODIN entries do not contain a suffix.




## Finding an AUTODIN Entry

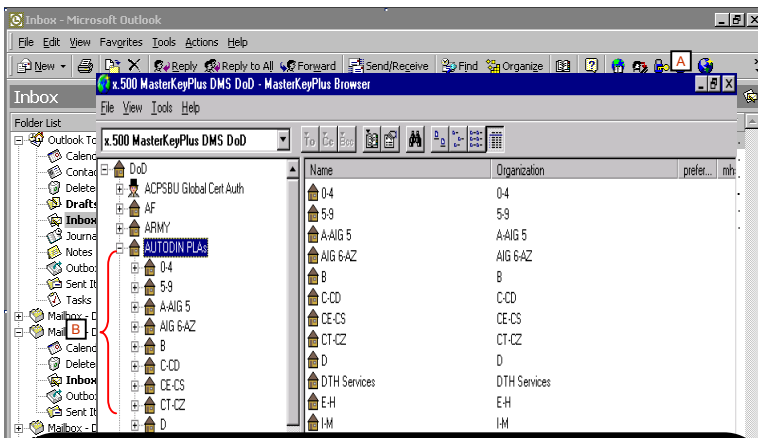
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To assist in the transition from the legacy AUTODIN message system to DMS, AUTODIN entries have been stored in the DMS Global Directory.


AUTODIN entries are stored alphabetically in the "AUTODIN PLAs" branch of the directory tree.

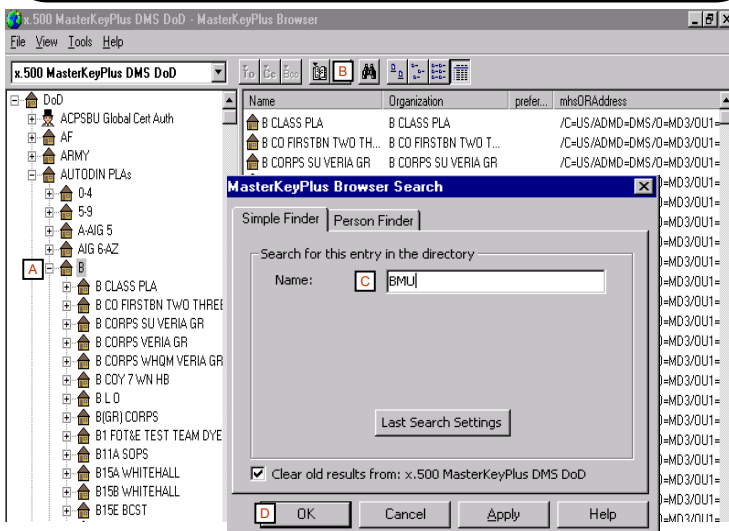
To find an AUTODIN entry, perform the following steps:

- Connect to MS Outlook
- Access the DMS Global Directory by clicking the "MasterKeyPlus Directory Browser" icon.  **A**
- Double click on the following branches of the DMS directory tree: DoD, AUTODIN PLAs. **B**




2

- Highlight the alphabetical listing where you expect to find your AUTODIN entry (Pictured "B"). **A**
- Refine your search by clicking the binoculars icon.  **B**  
Enter the search filter in the Name field (Pictured: "BMU"). **C**
- Click the "OK" button to start the search. **D**
- Locate the AUTODIN entry you need and add it to your Contacts list (not pictured).



## Adding an Office Code to an AUTODIN Entry

Office Codes are not stored in the DMS Global Directory. To include an Office Code, you must modify the AUTODIN entry stored in your Contacts list. Get in touch with your point of contact to obtain requisite Office Codes.

- To add an Office Code to an AUTODIN entry, click the DMS Office Code Editor icon.  **A**
- Select Contacts in the "Update X.400 address in:" drop down box. **B**
- Find the AUTODIN entry you want to edit, highlight the entry and click the "Modify" button. **C** This will open the "DMS Office Code Editor" window.
- Enter the desired Office Code in the "Office Codes:" field. To enter an office code, type four slashes (////) at the beginning, two slashes between each office code, and four slashes at the end as shown.  
(Pictured: ////officecode1//oc2//oc3////). **D**
- Click the "OK" button to continue. **E**
- Click the "Close" button when complete. **F** The Office Code has now been *permanently* added to the AUTODIN entry in your local Contacts list.

*Note:* You cannot duplicate an entry in your Contacts list. If you want to change a Contacts entry *and* keep the original entry intact, you must first change the name of the original entry in your Contacts list, then use the Master Key Plus Directory Browser to search the DMS Global Directory again for the original AUTODIN entry.

